

Social Work Students' Association

Constitution

Relating to the conduct of the Social Work Students' Association within the Undergraduate Faculty of Social Work at the University of Manitoba, Fort Garry Campus.

Last Updated: April 19th, 2018

Definitions

- “Association” refers to the Social Work Students' Association
- “BSW” refers to the Bachelor of Social Work program at the University of Manitoba
- “BOSS” refers to UMSU’s Board of Senior Sticks
- “By-Laws” refers to the By-Laws relating to the conduct of the affairs of the University of Manitoba Students’ Union.
- “CASWE” refers to the Canadian Association of Social Work Education
- “Executive” refers to the executive members of the Association
- “Faculty” refers to the University of Manitoba Undergraduate Faculty of Social Work
- “FGSWP” refers to the Fort Garry Social Work Program
- “ICSC” refers to the Inner-City Student Council
- “ICSWP” refers to the Inner-City Social Work Program
- “UMSU” refers to the University of Manitoba Students’ Union
- “University” refers to the University of Manitoba

Article I – Name

Social Work Students' Association also referred to as SWSA.

Article II – Mission and Value Statement

The Social Work Students' Association (SWSA) is a feminist, undergraduate student association that values inclusivity, diversity, accessibility and democratic-participatory decision-making. In acknowledgement of inequality, SWSA recognizes and supports social change initiatives that aim to reduce social, political and environmental injustice. It is the intention of the Social Work Students' Association to support, and advocate on behalf of, all undergraduate Faculty of Social Work students through community building events, student advocacy, provision of relevant training opportunities, and representation on various student councils.

Article III – Accessibility Commitment

The Social Work Students' Association (SWSA) commits to fulfilling our responsibility in upholding students' rights to equal access in the services, events and opportunities that are managed by our members. Therefore, SWSA promotes and supports accessibility in all events and participation opportunities. The conduct of Association members at all times will regard equity as an essential value of SWSA through enhancing all students' experiences in the Bachelor of Social Work (BSW) Program. In recognition of the concerns of and/or barriers experienced by social work students, the Social Work Students' Association commits to implement the following accessibility accommodations for events, services and general duties:

- . Considering the experiences of students from each BSW Delivery Sites: including the Northern, Inner City, Distance Delivery and Fort Garry Campus Programs.
- . Ensuring the use of language in all SWSA communications, event/training promotions, and related materials is gender neutral and non-discriminatory.
- . Providing students with relevant training and/or workshop opportunities at a free or reduced cost, as well as holding events free of cost to students.
- . Supplying appropriate options for students who have dietary restrictions or are in need of allergy-safe food and drinks.
 - i. Ensuring SWSA funds are allocated to purchase food that reflects students' medical/dietary restrictions.
- . Verifying that event organizers remain cognizant of bus times and/or schedules as well as parking availability for students to arrive at and leave from event locations.
- . Ensuring SWSA events/activities are held in spaces that have accessible entrances, elevators and bathrooms, as well as remaining aware of the need for gender-neutral bathrooms.
 - i. To find current lists of these accessibility features at the Fort Garry Campus, please contact a representative from the **Physical Plant** at the University of Manitoba.
- . Providing events and/or training opportunities during times that allow for maximum student participation, through awareness of the Faculty's course schedule.
- . Offering events that are family/child friendly, or alternatively offering Child Care Services to students free of cost during the duration of the event/training.
 - i. Enrolling the services of community resources such as, the **Childminding Service** through the West Central Women's Resource Centre agency.

The Social Work Students' Association recognizes that these above statements will not address all barriers, therefore it is the role of SWSA to be willing to adapt to meet the changing needs of our students.

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Article III – Purpose

- To administer and organize student affairs and events which are of interest and benefit to students. Also, to encourage student support and participation in these undertakings.
- To enhance a spirit of community within the Faculty and student body.
- To enhance social work education by developing an educational component to selected events and projects.
- To open and maintain channels of communication between the Association and students, Faculty, University and local community.
- To adequately represent the social work student body and the social work core values during Faculty Council, UMSU, Senate meetings as well as through all activities, projects and communications.

Article IV – Membership

- The Association shall be composed of students from the Faculty of Social Work and elected by the Undergraduate Faculty of Social Work student body. The student body shall include all students registered in the BSW Undergraduate program at the University of Manitoba.
- All Association members must be registered members of the University of Manitoba BSW Undergraduate program, including students from all four social work campuses (Inner-City, Northern, Distance Delivery and Fort Garry).
- The term of office for all positions is May 1st to April 30th, running concurrently with the academic year.
- In the event that a member of the Association does not attend three consecutive meetings nor send reports an email will be sent to that member by the Senior Stick asking if the individual is still interested in holding a position of SWSA. In the event of no response for a period of two weeks, or if the individual indicates they wish to step down, the Senior Stick will notify the Association. In the event the member does express interest in continuing in their assigned role the Senior Stick will ask for attendance and/or a report at the next meeting.

Association Positions:

Executive positions:

- Senior Stick
- Vice Stick
- Secretary
- Treasurer

Functions:

- To administer the day-to-day matters and ongoing business of the Association. As well as delegate some day-to-day work to other members if needed.
- To be responsible to the Association for any and all actions that they may take independently of Association authorization.
- To authorize cheques and contracts: signatures of the Treasurer and one other member of the Executive will be necessary on all cheques and contracts.
- To assume responsibility to make “executive decisions” where a sense of urgency prevents a gathering of a quorum of the Association. The Association shall be convened as soon as possible so as to be made aware of the nature of the situation and the action taken by the Executive.
- To call meetings of the Association no less than once a month.
- Participate in offices hours and the planning and implementation of SWSA events.
- To act as a liaison between the Association and the Administration.
- To ensure the SWSA Mission and Value Statement is consistently considered, referred to and upheld in all SWSA communication, event planning, decision making and representation on various student councils.

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Duties of Executive Positions:

Senior Stick:

- To represent the Association on the UMSU Board of Senior Sticks.
- To chair and prepare the agenda for meetings of the Association or to delegate the responsibility to another executive member if necessary.
- To ensure that each member of the Association is carrying out the duties of their assigned position.
- To serve on the UMSU Board of Senior Sticks (BOSS) through attendance of monthly meetings and communication with UMSU governance. Alternatively, to ensure the attendance of the Vice Stick in the event the Senior Stick cannot attend. BOSS is a caucus meeting of and acts as a advisory board for Senior Sticks to bring forward concerns, ask questions and collaborate with UMSU and other student Associations.
- To coordinate the ongoing activities of the Association.
- To represent the Association on Faculty Council and submit a monthly report.
- In the event of a vacancy of any other executive positions, the Senior Stick reserves the right to appoint those positions to standing Association members.
- Create a Selection Committee and chair meetings to decide upon student's applications for funding from the SWSA Student Initiative Fund, ensuring funds are used in a manner that benefits the majority of the student body.

Vice Stick:

- To assist the Senior Stick in the coordination of the Association.
- To represent the Association on Faculty Council.
- To chair Association meetings in the absence of the Senior Stick.
- To attend UMSU BOSS meetings in the absence of the Senior Stick.
- To act as ex-officio UMSU rep. in the absence of the Senior Stick.
- To act as the key liaison member in the event of a collection of fees or registration forms from the student body regarding items such as a clothing order or training registration.
- Co-chair Selection Committee meetings to decide upon student's applications for funding from the SWSA Student Initiative Fund, ensuring funds are used in a manner that benefits the majority of the student body.

Secretary:

- To be responsible for posting the meeting date at least one week in advance of the meeting and the agenda a minimum of three days in advance of the meeting. Also responsible for compiling and sending to the Senior Stick a list of those who will be in attendance two days in advance of the meeting.
- To be responsible for recording and posting the minutes of all meetings for student body to view. As well as sending the agenda to SWSA members more than three days prior to the designated meeting date and the minutes a maximum of three days following the meeting to invite any corrections that need to be made to the minutes. Minutes will then be approved the following meeting and posted online for the student body to view.
- To be responsible for some correspondence on behalf of the Association, as delegated by the Senior Stick.
- To schedule and publically post office hours for SWSA members.
- To ensure that all membership of SWSA is current and posted in a visible location for all students.

Treasurer:

- To ensure that all cheques and contracts are signed by the Treasurer and one of

Treasurer:

- To ensure that all cheques and contracts are signed by the Treasurer and one of the following: Senior Stick or Vice Stick.
- To update and make all financial records available to the Association at each meeting if requested. Ensure financial documents and records are held for 5 years.
- To submit bank statements, a copy of the Treasurer's Register as well as all financial records available to UMSU when requested. SWSA's Treasurer's Register is to be submitted to UMSU September, December and March each year.
- To ensure the Associations' electronic 'Treasurer's Register Document' remains current.
- Work in conjunction with the Senior Stick and Vice Stick to coordinate the spending of monies from SWSA's 'Student Initiative Fund,' 'Endowment Fund,' and 'Humanitarian Fund' as well as to be knowledgeable regarding the balance of each of these accounts.

General Council Positions:

- First Year Regular Representative
- First Year Concentrated Representative
- Second Year Regular Representative
- Second Year Concentrated Representative
- Third Year Representative
- Part-Time Students' Representative
- Aboriginal Students' Representative
- Accessibility Representative
- Distance Education Representative
- LGBTQ* Students' Representative
- International Students' Representative
- Immigrant Students' Representative
- Inner-city Student Council Representative
- Community and Inclusion Representative
- Programmer
- Graduation Committee Chairperson
- UMSU Representative
- Social Action Chairperson
- Senate Representative
- Committee Coordinator
- Social Media Coordinator
- Training Coordinator
- Member at Large

Functions:

- To attend SWSA meetings as well as all additional meetings pertaining to their position regularly and to send an alternate if their attendance is prevented.
- If unable to attend an Association meeting, members are encouraged to send a report to update the Association of the state of their current activities.
- To make known the activities of the Association within their class and to foster a spirit of open communication and community within the Faculty and student body.
- To be responsible to the Association for any and all actions that they may take independently of Association authorization.
- To facilitate, coordinate and present concerns and issues that are voiced by students and/or affecting members of the Social Work student body to the Association.
- To ensure that the committees they chair are accomplishing their assigned tasks and are acting responsibly.
- To assist in the day-to-day work of the Association as assigned by the Executive.

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- To assist in the day-to-day work of the Association as assigned by the Executive, participate in office hours and assist in the planning and implementation of events.
- To ensure the SWSA Mission and Value Statement is consistently considered, referred to and upheld in all SWSA communication, event planning, decision making and representation on various student councils.

Duties of General Council Positions:

First Year Regular Representative:

- To represent the interests first year students and the general social work student body on the Association.
- To promote and encourage the participation of Association and Faculty activities and events among first year social work students and the general social work student body.
- To act as a liaison between the Association and first year students. The representative should be a member of the year that they represent.

First Year Concentrated Representative:

- To represent the interests of first year concentrated students and the general social work student body on the Association.
- To promote and encourage the participation of Association and Faculty activities and events among first year social work students and the general social work student body.
- To act as a liaison between the Association and first year students. The representative should be a member of the year that their position represents.

Second Year Regular Representative:

- To represent the interests of second year students and the general social work student body on the Association.
- To promote and encourage the participation of Association and Faculty activities and events among second year social work students and the general social work student body.
- To act as a liaison between the Association and second year students. The representative should be a member of the year that their position represents.
- In partnership with the Second Year Concentrated Representative and the Third Year Representative, take initiative in the organization and implementation of Spring elections.

Second Year Concentrated Representative:

- To represent the interests of second year concentrated students and the general social work student body on the Association.
- To promote and encourage the participation of Association and Faculty activities and events among second year social work students and the general social work student body.
- To act as a liaison between the Association and second year students. The representative should be a member of the year that their position represents.
- In partnership with the Second Year Regular Representative and the Third Year Representative, take initiative in the organization and implementation of Spring elections.

Third Year Representative:

- To represent the interests of third year students and the general social work student body on the Association.
- To promote and encourage the participation of Association and Faculty activities and events among third year social work students and the general social work student body.

Student Body on the Association:

- To promote and encourage the participation of Association and Faculty activities and events among third year social work students and the general social work student body.
- To act as a liaison between the Association and third year students. The representative should be a member of the year that their position represents.
- In partnership with the Second Year Regular Representative and the Second Year Concentrated Representative, take initiative in the organization and implementation of Spring elections.

Part-Time Students' Representative:

- To represent the interests of part-time students and the general social work student body on the Association.
- To promote and encourage the participation of Association and Faculty activities and events among part-time social work students and the general social work student body.
- To act as a liaison between the Association and part-time students. The representative should be a member of the year that their position represents.

Aboriginal Students' Representative:

- To represent and assure the interests of Aboriginal students are represented on the Association.
- This position may be held by two students at one time.
- To promote and encourage the participation of Association and Faculty activities and events among social work students.
- To act as a liaison between the Association and Aboriginal students.
- To alert the association of concerns affecting Aboriginal students on campus and in the larger university community.
- Be an advocate for Aboriginal students who might be facing struggles unique to their position.
- Provide awareness of campus activities and events to the Association that may be of interest or benefit to Social Work students, for example events held by the Indigenous Student Center, Migizii Agamik.

Accessibility Representative:

- To represent and assure the interests of students with a disABILITY are represented on the Association.
- This position may be held by two students at one time.
- To ensure inclusivity is a main focus during the planning and implementation of events and activities, as according to SWSA's Accessibility Commitment
- To promote and encourage the participation of Association and Faculty activities and events among social work students.
- To alert the Association of concerns effecting students with disABILITIES on campus and in the larger university community.
- Be an advocate for students with disABILITIES who might be facing struggles unique to their position.
- Provide awareness of campus activities and events to the Association that may be of interest or benefit to social work students, for example events held by the University's Student Accessibility Services.

Distance Education Representative:

- To represent and assure the interests of Distance Education students are represented on the Association.
- In order to provide Distance Students with ample opportunities to be on the Association this position may be held by two students at one time.
- May attend monthly SWSA meetings via telephone, Skype, Facetime, etc.
- To make known the activities of the Association to Distance Education Students and to encourage participation if logically possible.
- To act as a liaison between the Association and Distance Education students. The representative should be a Distance Education student.
- To send out at minimum one email per term to all Distance Education students

- To act as a liaison between the Association and Distance Education students. The representative should be a Distance Education student.
- To send out at minimum one email per term to all Distance Education students introducing themselves and SWSA, as well as providing their contact information.
- To contact graduating Distance Education students in conjunction with the Graduation Committee Chairperson.

International Students' Representative:

- To represent and assure the interests of International students are represented on the Association.
- This position may be held by two students at one time.
- To promote and encourage the participation of Association and Faculty activities and events among social work students. Fostering faculty and Association events that give space for people to share and hear each other's stories, creating a sense of community.
- To act as a liaison between the Association and International students.
- To alert the Association of concerns affecting International students on campus and in the larger university community.
- Be an advocate for international students who might be facing struggles unique to their student status.
- Provide awareness of relevant campus activities and events to the Association that may be of interest or benefit to Social Work students.

LGBTQ* Students' Representative:

- To represent and assure the interests of LGBTQ* students are represented on the Association.
- This position may be held by two students at one time.
- To promote and encourage the participation of Association and Faculty activities and events among social work students. Fostering faculty and Association events that give space for people to share and hear each other's stories, creating a sense of community.
- To act as a liaison between the Association and LGBTQ* students.
- To alert the Association of concerns affecting LGBTQ* students on campus and in the larger university community.
- Be an advocate for LGBTQ* students who might be facing struggles unique to their position.
- Provide awareness of campus activities and events to the Association that may be of interest or benefit to Social Work students, for example events held by the Rainbow Resource Center.

Immigrant/Refugee Students' Representative:

- To represent and assure the interests of Immigrant students are represented on the Association.
- This position may be held by two students at one time.
- To promote and encourage the participation of Association and Faculty activities and events among social work students. Fostering faculty and Association events that give space for people to share and hear each other's stories, creating a sense of community.
- To act as a liaison between the Association and Immigrant students.
- To alert the Association of concerns affecting immigrant and refugee students on campus and in the larger university community.
- Be an advocate for immigrant and refugee students who might be facing struggles unique to their student status.
- Provide awareness of campus activities and events to the Association that may be of interest or benefit to Social Work students.

Inner-City Student Council Representative:

of interest or benefit to Social Work students.

Inner-City Student Council Representative:

- To represent and assure the interests of Inner-City students are represented on the Association and that the interests of SWSA are represented on the ICSC.
- To make known the activities of the Association to ICSWP students and to encourage participation. Additionally, to make known the activities of SWSA to the ICSC and to encourage coordination in planning events when logistically possible.
- To promote and encourage the participation of Association and Faculty activities and events among social work students.
- To act as a liaison between the Association, ICSC and Inner-City students. The representative must be an Inner-City Social Work student and should be elected by the Inner City Social Work Program student body.
- If the ICSC Representative position is not filled after elections, the ICSC has the right to appoint a student to this position.
- To send out, at minimum, one email in September to all Inner-City Social Work students introducing themselves and SWSA.

UMSU Representative:

- To represent Association concerns to the UMSU council (as per section 1c(xx) of the By-Laws and also, Section (6).
- To advocate on behalf of social work students at UMSU meetings and vote in such a way that represents the social work core values, is mindful of social work students' interests, and embodies the SWSA Mission and Value Statement.
- To attend UMSU meetings regularly and send an alternate if their attendance is prevented.
- To promote and encourage the participation of Association and Faculty activities and events among social work students.
- To report the activities of UMSU Council to the Association.
- To report to or consult with the Association on how they voted, or should a vote on specific UMSU Council issues if necessary.

Senate Representative:

- To represent SWSA and ICSC concerns in the University Senate.
- To report activities of the Senate to the Association and the ICSC.
- To report to, or consult with, the Association and ICSC on how they voted, or should a vote on specific Senate issues if necessary.
- To advocate on behalf of social work students at UMSU meetings and vote in such a way that embodies the social work core values, is mindful of social work students' interests and embodies the SWSA Mission and Value Statement.
- To attend Senate meetings regularly and send an alternate if their attendance is prevented.
- To promote and encourage the participation of Association and Faculty activities and events among social work students.
- The opportunity to occupy the Senate Representative position is to be given to both a Fort Garry Social Work student or an Inner City Social Work student. Candidates from the Inner City Social Work student body and Fort Garry student body will be advised to contact SWSA or be referred to SWSA through ICSBC.

Community and Inclusion Representative

- To represent and assure the interests of diversity and inclusion are represented on the Association and throughout all Association activities and communications.
- To promote and encourage the participation of Association and Faculty activities and events among social work students.
- To foster a sense of community within the Faculty of Social Work by providing opportunities for students to learn from one another through events and activities that promote community building within the social work student body.
- Provide awareness of campus activities and events that may be of interest or benefit to Social Work students provided by on-campus student groups such as

opportunities for students to learn from one another through events and activities that promote community building within the social work student body.

- Provide awareness of campus activities and events that may be of interest or benefit to Social Work students provided by on-campus student groups such as ALLY training provided by Rainbow Pride Mosaic or the annual Hamper food Collection through UMSU.

Graduation Committee Chairperson:

- Shall be a member of the current graduating class.
- Responsible for the planning of graduation ceremonies including fundraising, booking a venue, etc.
- To assure that graduating students are involved in the planning and implementation of social functions relating to the graduation celebration.
- To encourage the participation of graduating students in the Graduation Committee, chair meetings and oversee all activities of the Committee.
- To promote and encourage the participation of Association and Faculty activities and events among social work students.
- To contact graduating Distance Education students in conjunction with the Distance Education Representative.

Social Action Chairperson:

- To promote awareness among the Association and social work students regarding educational and social concerns apart from the Social Work Program curriculum such as social justice, child welfare, economic inequality and other issues of concern to Social Workers and the community at large.
- To assure that concerns of the aforementioned nature are dealt with in an appropriate forum.
- In conjunction with the Senior Stick, encourage, accept and review student applications for non-profit agencies to be funded through the annual donation from SWSA's Humanitarian Fund.
- To promote and encourage the participation of Association and Faculty activities and events among social work students.
- To advocate on behalf of the Association to hold events with a social justice component such as Food Hamper collections.

Programmer:

- To promote and organize social activities among the social work student body.
- To act as a leader in all aspects related to the planning and preparation necessary for events and activities organized by SWSA.
- To promote and encourage the participation of Association and Faculty activities and events among social work students.
- To delegate responsibility for social function organization in part to other Association members if deemed necessary.

Committee Coordinator:

- To act as a liaison between the Faculty and the student body in recruiting students for SWSA and for committee memberships.
- To report student postings for committee membership to entire student body.
- To encourage student participation on the Faculty's Endowment Fund Committee, Promotion Committee, Field Advisory Committee and the BSW Program Committee, and all other relevant committees.
- To report all membership activities from committees to the Senior Stick and the Association.
- To promote and encourage the participation of Association and Faculty activities and events among social work students.
- Act as a liaison between the Association and the Undergraduate Student Representation on Faculty Committees and Councils.

Social Media Coordinator:

Social Media Coordinator:

- To manage the Association Facebook page and Instagram account.
- To coordinate with the Faculty's Communications Coordinator to update the Social Work Student's Association section of the University of Manitoba's Faculty of Social Work page each year.
- To promote the Association's events and activities to the larger student body through social media and the creation of posters.
- Ensure communication through social media is professional and accurately represents the interests of the Association through communication with SWSA and the Senior Stick.
- To share Association updates, events, resources, and relevant information to provide students with an opportunity to stay connected with a larger body of students.
- Complete FIFPA training prior to accessing social media account passwords.

Training Coordinator:

- To promote and organize training events among the social work student body.
- To act as a leader in all aspects related to the planning and preparation necessary for educational events and activities organized by SWSA.
- To promote and encourage the participation of Association and Faculty activities and events among social work students.
- To delegate responsibility for training organization in part to other Association members if deemed necessary.

Members at Large

- An unofficial SWSA position, where the member participates in SWSA affairs and receives SWSA communication, however does not have voting rights.
- There may be up to 3 members holding this position at one time.
- The Member at Large may receive co-curricular record if they have been deemed to be an active and contributing member by meeting the General Membership Protocol requirement of attending 50% of SWSA's monthly meetings.
- To promote and encourage the participation of Association and Faculty activities and events among social work students.
- Provide awareness of campus activities and events to the Association that may be of interest or benefit to Social Work students.

Article V - General Membership Protocol

- Association members must attend 50% of SWSA's monthly meetings (at least half of each meeting attended) to receive a co-curricular record indication on their transcript for their participation on SWSA.
- In the event that there is sufficient Distance Education student interest in the role of Distance Education Representative there may be allowed to be two representatives as the Association recognizes the difficulty that may be present in a Distance Student holding a different position on SWSA.
- In the event a general member must step down from their position the Senior Stick may appoint an eligible social work student to fill their position.
- In the event that an executive member must step down from their position the Senior Stick may appoint a standing member of the Association to fill this role, if there is no interest from standing members the Senior Stick and Vice Stick may advertise the position and have the candidate approved by the Executive.
- In the event the Senior Stick must step down from their position by virtue the Vice Stick would become Senior Stick and the Treasurer and Secretary (additional members of executive) would be given first priority in being appointed to the position of Vice Stick. If no interest is shown the position will be opened up to standing members of the Association and candidates must be approved by the Executive.

members of Executive, would be given first priority in being appointed to the position of Vice Stick. If no interest is shown the position will be opened up to standing members of the Association and candidates must be approved by the Executive.

Article VI – Association Meetings

- Meetings of the Association shall be held at least once a month.
- Notification of meetings shall be given to Association members and the social work student body at minimum one week in advance.
- A copy of the agenda shall be posted in a public place at least three days in advance of each meeting so that the student body might review it.
 - All Association meetings shall be open to the student body. Social work students may attend, present to and participate in all Association meetings. However all presentations must have approval from the Senior Stick prior to the commencement of the meeting.
 - A quorum of 2/3 of Association members is required before a vote can be taken. In the event quorum is not reached, the Senior Stick may create an online survey or delegate this task to another Association member, if a vote must be reached before the next SWSA meeting.
 - If there is to be a non-social work student to present at an Association meeting they may present at the beginning of the meeting and then be asked to leave for the remainder of the meeting so as to not influence the voting process (in the event the Association is to vote on the presented information). If the individual presenting is a social work student currently registered at the University of Manitoba then they may stay for the duration of the meeting as all members of the social work student body have standing permission to attend all SWSA meetings.
 - Meeting agenda items shall include but not be limited to: Outline of Agenda, Approval of Agenda and Meeting Minutes, Unfinished Business, Senior Stick Report, Roundtable of Reports from Council Members, New Business and Adjournment.

Article VII – Elections

Spring Election:

- This election will occur no later than the last week of March.
- The call for an election will occur no later than the first working day in March. At that time, nominations for positions will be invited and the public announcement of the election date will be made.
- The Second Year Representative (Regular or Concentrated) or Third Year Representative shall act as the returning officer. The returning officer shall be appointed by the Executive and cannot be running for a position.
- Students will nominate themselves for a position they are interested in by signing up for a position and explaining their qualifications. Students must submit their application no less than one week prior to the election, nominations will not be accepted during the week prior to the election.
- The term of office for all positions begins May 1st and runs until April 30th.
- If there are no nominations for Association positions except for Executive positions, the Executive shall have the power to approach selected individuals and recruit them throughout the academic term. If the selected individual agrees to serve, Executive may appoint the individual to the designated position on the Association.
- All executive positions must be filled by the Spring election. In the event that there remains vacant positions following the election, the Senior Stick may appoint a standing member of the Association to fill this role, if there is no interest from standing members the Senior Stick and Vice Stick may advertise the position and have the candidate approved by the Executive.
- In order to secure a seamless transfer of power, a joint committee meeting shall take place in April, where the current SWSA membership meets with the preceding membership.
- There shall be an Autumn Election only in the case that there are more than 7

take place in April, where the current SWSA membership meets with the preceding membership.

- There shall be an Autumn Election only in the case that there are more than 7 students interested in becoming First Year Regular/Concentrated Committee Representatives.
 - This election shall be held no later than during the second week of October.
 - The returning officer for this election shall be the Second Year Representative or Third Year Representative and shall be appointed by the Executive.
- For both elections, there shall be time and space set aside by the outgoing Executive for election campaigning.
- The Returning Officer shall monitor all campaign activities to assure that the activities remain within the realm of decorum.
 - If the Returning Officer deems that any campaigning is inappropriate, they will present the case to the Executive.
 - The Executive will then act on the judgment of the Returning Officer and hold an informal hearing with the alleged offender.
 - Any incumbent member of the Executive running for election or re-election is excluded from any hearing or making any judgment regarding election matters and is privy to no more information than that of the student body.
 - The decision of the Executive is final and all candidates are bound by that decision.

Article VIII – Undergraduate Student Representation

- The Committee Coordinator shall delegate one Student Representative for each Faculty committee or council on which there are to be student representatives present. This individual is responsible to provide a verbal report of the activities of that body at Association meetings or to the Committee Coordinator.
- Social Work Student Representatives shall:
 - Represent Association concerns to their selected committee if necessary and advocate on behalf of social work students.
 - Embody the SWSA Mission and Value Statement in all voting decisions.
 - Attend committee meetings regularly and send an alternate or write a report if their attendance is prevented.
 - Report the activities of the committee they represent to the Committee Coordinator.
 - Report to or consult with the Association and/or Committee Coordinator on how they voted, or should vote if necessary.
- Each year SWSA will vote on a student delegate for the CASWE Conference by November 1st of the school year. The purpose of being the Student Delegate for the CASWE Conference is to attend the conference and vote on behalf of the Faculty of Social Work BSW student body in the AGM.

Article VIII – Amendments to the Constitution

- Amendments to the Constitution may be proposed by any member of the Association.
- An Ad Hoc Committee shall be convened every two years in order to review, and if necessary, revise the Constitution. The committee should have, at minimum, one Inner-City Social Work Student representative.
- If the Association agrees to vote on the proposed amendment, that vote shall not take place for at least one month following the decision to vote.
- During that month the proposed amendment shall be posted in a public place so as to allow the student body to consider it.
- At the designated voting time, before the vote is taken, any member of the Association or the student body may present their thoughts on the matter.
- A 2/3 majority of the total association is required for a Constitutional amendment or revision.

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Article VV – The Official Plaque

- There shall be an official plaque and this shall acknowledge the Senior Stick and Vice Stick of the Association.
- The names of the Senior Stick and the Vice Stick of the Association shall be engraved on the plaque every year. It is the responsibility of the Senior Stick to coordinate the ordering of the new addition to the plaque each April from Awards Canada.
- The plaque shall be located and displayed in the Social Work Student Lounge or SWSA office.

Article VVI – Social Work Referendum

- The Social Work Referendum is a review of the student body (all four campuses) and previous Association's commitment to contribute a specified amount of money per credit hour to be invested into specific funds created and used by SWSA to benefit the student body.
- At the time there is to be a Referendum, the Association will be notified and contacted by the University's External Relations department and in conjunction with the university's representative the Association will put forward a suggestion of how the funds should be allocated. The decision will be voted on by the social work student body including; the amount of the donation (per credit hour), designation of the donation, as well as the length of the referendum term.
- During the referendum it is recommended that the Association makes an effort to: discuss in classes so as to provide the social work study body with an opportunity to ask questions and make suggestions, as well as hold a general meeting in which all social work students may attend. Lastly, the Association is encouraged to send an email to all social work students at minimum two weeks prior to the voting date outlining the options, voting date, time location and all other pertinent information.

Article VVII - Social Work Student Lounge (Room 508) and SWSA Office (Room 506) Tier Building

- These rooms are in the perpetual care of the Association and it is the responsibility of the Association to address concerns regarding the space. The Senior Stick is advised to connect with the Faculty to access updated contact information for Physical Plant and Caretaking Services as well as if any questions or uncertainties arise. The address of Tier Building is 173 Dafoe Road.